

**Welfare-to-Work Summary of Expenditures Instructions**  
**Monthly Attachment to Line Item Invoice**

**Work Experience** can be with public or private employers. Participants in work experience positions funded through the WtW Grant program are considered temporary employees, will apply for the work and be subject to hiring and termination by the employer, and will be expected to perform work for the benefit of the employer. The activity must comply with the anti-displacement provisions contained in State law.

**Job Creation** through public or private sector employment wage subsidies. The WtW client draws a salary and is considered an employee.

**On-the-Job-Training** is employment by an employer in the public or private sector. A portion of the wages paid by the employer is reimbursed to cover the employer's expense in training the individual.

**Job Search and Job Readiness Assistance** means providing the recipient with training to learn job seeking and interviewing skills, to understand employer expectations, and learn skills designed to enhance an individual's capacity to move toward self-sufficiency. (Welfare and Institutions Code Section 11322.6(n))

**Job Placement** means subsidized or unsubsidized employment with a public or private employer, through vouchers or contracts with public or private providers. Job placement includes, but is not limited to assessing skills, identifying ranges of occupations available in the local labor market, and developing jobs.

**Post-Employment Services** including, but not limited to, basic educational skills training, occupational skills training, English as a second language training, and job mentoring, financed through vouchers or contracts with public or private providers.

**Job Retention and Support Services** will include, but not be limited to, childcare, transportation, mental health, and non-medical substance abuse treatment as necessary to obtain or retain a job.

**Other supportive Services** means individual and family counseling, materials for individuals with disabilities, job coaches, dependent care, meals, financial counseling, and other reasonable expenses required for job readiness or employment activities.

**Individual Development Accounts (IDAs)** established by or for an individual that allow the individual to contribute earned income in order to accumulate funds for the following purposes:

- Postsecondary educational expenses paid directly to an eligible educational institution;
- Qualified acquisition costs for a qualified principal residence; and
- Transfer to a business capitalization account, established in a federally insured financial institution.

Contributions of earned income to IDAs may also be made by not-for-profit organizations and state or local government agencies, as described in Section 404(h)(3)(b) of the Social Security Act.

Refer to Title 20 CFR Sections 645.220 and 645.230(a)(3) for allowable activities.

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### Section III. Cumulative Expenditures

Each Contractor shall report program outlays on an accrual basis. If the Contractor's accounting records are not normally kept on the accrual basis, the Contractor shall develop such accrual information through an analysis of the documentation on hand. **Please do not leave any lines blank.** Enter either the "expenditure amounts" or "0" for no entries.

Item	Instructions
1. Total Expenditures by Activities	Enter the total cumulative accrued expenditures for the appropriate activities identified in Section II, Items 1 through 14 (broken down into 70% and 30% categories). Refer to Title 20 CFR 645.230 and 20 CFR 645.240(c)
2. Total Administration	Enter the Total WtW Expenditures that are expended for administration by 70% and 30%. Technology/Computerization expenditures <u>are not</u> to be included. (Section III, item 3.)  Guidance:  Personnel and related nonpersonnel costs, including project directors, who perform both administrative and programmatic services or activities, may be allocated to the benefiting cost objectives/categories based on documented distributions of actual worked or other equitable cost allocation methods.  Indirect or overhead cost normally shall be charged to an overhead or indirect cost pool that can be identified directly with a cost objective/category – other than administration – may be charged to the cost objective/category directly benefited. Documentation of such charges shall be maintained (Title 20 CFR Section 645.235).
3. Total Technology/Computerization	Enter the "Total WtW Expenditures" that are expended for information technology (computer hardware or software) needed for tracking or monitoring under a WtW grant. Administration expenditures <b>are not</b> to be included.  <b>Please utilize the separate columns for 70% and 30% Groups.</b>  According to Title 20 CFR Section 645.235(c): The costs of information technology – computer hardware and software – needed for tracking or monitoring under WtW grant <b>shall not</b> be charged to administration of the grant.
4. Total Required Beneficiaries – 70%	Enter the total of the 70% Sections III1., III2., and III3. This is the total accrued amount expended on the Required Beneficiaries as defined in Title 20 CFR Section 645.212.
5. Total Other Eligibles – 30%	Enter the total of the 30% Sections III1., III2., and III3. This is the total accrued amount expended on the Other Eligibles as defined in Title 20 CFR Section 645.212.
6. Total WtW Expenditures	Enter the total of Section III4. and III5.  This amount should equal the amount reported on Invoice as "Total Cash Disbursed to Date".

### Section IV. Other Reportable Items

Item	Instructions
1. Non-Federal Match	Enter the cumulative total amount of actual non-federal match expenditures. This amount includes the total of "In-Kind Match". 20CFR 645.300(2)(i)
2. In-Kind Match	Enter the amount of Item IV-A, "Non-Federal Match" which is In-Kind Match from third parties. Limited to 50 percent Maximum. 20CFR 645.300(2)(ii)
3. Program Income Earned	Enter the amount of Net Program Income Earned that was directly generated or earned only as a result of the Contract on which you are reporting.

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<b>4. Program Income Expended</b>	Enter the amount of accrued expenditures of program income.
<b>5. Unliquidated Obligations</b>	Enter the cumulative funds that have been obligated (contracts and purchase orders) but for which services or goods have not been received.
<b>6. Total Cash Received</b>	<b>Used for closeout reports only.</b> Enter the total amount of cash received from the County.  Note: If you indicated in Section I that this is a (C) closeout report, you must enter the total cash received amount here.

### Section V. Comments

Enter any comments in this section. If expenditures vary from the Welfare-to-Work Program Budget by more than 15 percent, an explanation is required in this section.

### Section VI. Certification

Item	Instructions
<b>Name</b>	Enter the name of the authorized official who will be signing the form.
<b>Title</b>	Enter the title of the authorized official.
<b>Phone Number</b>	Enter the phone number of the authorized official.
<b>Signature</b>	The authorized official must sign the form. The signature certifies that the form has been accurately completed, with the valid data, and in compliance with the Welfare-to-Work program.
<b>Contact Person</b>	Enter the name of a contact person in the event any questions should arise concerning information on the completed form. The contact person will, in most cases, be the individual who prepared the report.
<b>Title</b>	Enter the contact person's title.
<b>Phone Number</b>	Enter the contact person's phone number.
<b>Date Submitted</b>	Enter the date the form is signed and submitted to the County of Los Angeles.

# Welfare-to-Work Interim Participant Report

1. Contractor Name & Address	2. Contract Number:
	3. Grant Code:
	4. Report Period Ending:
<b>I. CONTRACT INFORMATION</b>	
A. Year of Appropriation	
B. Report Revision Number	
C. Contract Term:	From:
	To:
<b>II. PARTICIPANT SUMMARY</b>	
	<b>CUMULATIVE TOTALS</b>
A. Total Active Participants (B minus C)	
B. Total Participants Served	
1. Required Beneficiaries (70% of \$ Minimum)	
2. Other Eligibles (30% of \$ Minimum)	
C. Total Participants Terminated	
1. Required Beneficiaries (70% of \$ Minimum)	
2. Other Eligibles (30% of \$ Minimum)	
D. Placed in Unsubsidized Employment	
1. Greater Than or Equal to 30 Hours per Week	
2. Less Than 30 Hours per Week	
E. Employed in Unsubsidized Employment When Entering WTW	
1. Greater Than or Equal to 30 Hours per Week	
2. Less Than 30 Hours per Week	
F. Placed in Subsidized Employment	
1. Greater Than or Equal to 30 Hours per Week	
2. Less Than 30 Hours per Week	
<b>III. ACTIVITIES SUMMARY</b>	
A. Total Activities	
1. Community Service	
2. Work Experience Program	
3. Public Sector Employment Wage Subsidy	
4. Private Sector Employment Wage Subsidy	
5. On-the-Job Training	
6. Job Readiness Services	
7. Job Placement Services	

**Welfare-to-Work  
Interim Participant Report (continued)**

<b>III. ACTIVITIES SUMMARY (continued)</b>				
8. Post-Employment Services				
9. No Longer Used				
10. Job Retention Services				
11. Supportive Services				
12. Other Employment Activities				
13. In-Depth Assessment, Individualized Service Strategy, or Case Management Services				
<b>IV. FAMILY SUMMARY</b>	<b>First Month</b>	<b>Second Month</b>	<b>Third Month</b>	<b>Quarter Total</b>
A. Total Number of Families Served				
B. Total Number of Participants Served				
C. Total Number of Non-Custodial Parents Served				
D. Total Number of Families Terminated				
E. Total Number of Participants Terminated				
<b>V. TOTAL ACCURED EXPENDITURES</b>				
<b>VI. INDIVIDUAL DEVELOPMENT ACCOUNTS</b>				
<b>VII. COMMENTS</b>				
<b>VIII. CERTIFICATION</b>				
Name	Title	Phone No.	Signature	
Contact Person	Title	Phone No.	Date Submitted	